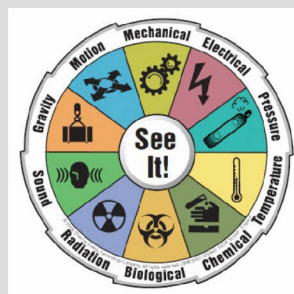


2011 Play to Win Richmond Refinery

meet or beat the plan



Control of Hazardous Energy - LOTO (RI-9900)

IIF Q2 Proactive event announcement

March 31, 2011

To: All Chevron Richmond Refinery Employees and Contract Partners

The week of April 11 will signal the start of our second quarter proactive event. In the second quarter, the IIFLT will provide discussion topics and activities intended to increase our knowledge of and competency with Control of Hazardous Energy or LOTO (RI-9900). We'll also highlight how IIF themes such as; Stop/ Pause Work Authority, Near Loss reporting, Hazard Identification and Risk Recognition go hand in hand with LOTO.

We are reducing the total number of discussion topics per month, allowing for a single week to be dedicated to the Safety Topic of the Month discussion, it is listed below as "Open Week".

Q2 Proactive Event Outline

- **April 4 - STOTM** and Handout for Earthquake/ Emergency Preparedness
- **April 11 - Setting the stage** Why Control of Hazardous Energy and Safe Work Practices are so important
April 13 - IIF Milestone Celebration Luncheon in the visitor center parking lot
- **April 18 - Isolation/ Blind List** - Ensuring each complete and accurate
- **April 25 - Isolation/ Blind List** - Verifying from the field
- **May 2 - JJSV/ JHA** The components of, and roles and responsibilities during this required jobsite dialog
- **May 9 - JJSV/ JHA** How JJSV/ JHA assists us with identifying issues, making contingencies, and the role of Stop Work Authority
- **May 16 - JJSV/ JHA** Share elements of communication that enable and promote excellent JJSVs.
- **May 23 - JJSV/ JHA** Completing JHA and Teamwork
- May 30 - Open Week
- **June 6 - Auditing**—Review Appendix H, and discuss how Auditing makes our process better
- **June 13 - Auditing** - The importance of feedback both positive and constructive
- **June 20—Summary** - Completing every task, the right way, every time
- June 27—Open Week

Note: During the month of May O&M zone discussions are in development. These 30-minute targeted discussions are intended to build Teamwork and remove barriers to effective JJSVs.

Please direct any questions or comments regarding our 2Q proactive event to the [IIF LT email](#).

- Incident and Injury Free Leadership Team

[Richmond Incident and Injury Free Webpage](#)